

BRMO JOB VACANCY



BLACK ROCK MINE OPERATIONS



CLERK HUMAN RESOURCES SUPPORT



INTERNAL

PATERSON GRADING: B4
CLOSING DATE: 04 August 2024

ASSMANG Pty Ltd requires the services of a **Clerk Human Resources** at their Black Rock Mine Operations situated 80km North-West of Kuruman in the Northern Cape.

MAIN TASK AND RESPONSIBILITY

To provide support service to the shaft HR Generalists through administration of all HR activities within the shaft or designated area.

MINIMUM QUALIFICATIONS

Essential unless otherwise indicated)

- Certificate: Grade 12.
- Certificate: Human Resources (NQF Level 4) (Required).

EXPERIENCE AND REQUIREMENTS

Essential unless otherwise indicated)

- 2 Years' experience in Human Resources or Time Management related.

KNOWLEDGE AND SKILLS

Essential unless otherwise indicated)

- Computer literate (Microsoft Office)
- System Skills – Oracle, JDE and Qlikview Time and Attendance.
- Obtain information, check for accuracy and capture data
- Provide continuous feedback on HR activities.
- Prepare and provide daily, weekly, monthly and ad hoc reports.
- Administrate bookings and schedule training for Induction and other training. Assist with maintenance of the organization structure / Labour plan for the related area/s. Do labour reconciliations based on reports for the related area/s.
- Ensure adherence to policies and procedures regarding administration process of HR transactions.
- Maintain accurate labour records. Administrate labour movements.
- Complete and ensure correctness of all documents such as acting allowance, rate change, transfers, leave forms and terminations.
- Facilitate processes regarding terminations for area of responsibility.
- Provide absenteeism and labour availability information.
- Deal with employee bonus and pay queries and escalate if unresolved.
- Relieve the HR Generalist position as and when required.
- Ensure labour movements and plans are effected in the relevant systems / area.
- Perform weekly and monthly labour audits to reconcile between payroll system and actual figures.
- Monitor and report on employee attendance daily, weekly and monthly in terms of "at work, on leave, sick leave and absenteeism".
- Establish and follow-up trends (reports generated by Time Management, make line aware).
- Assist in initiating action on Absenteeism, late starters and early leavers and misuse of sick leave. Compile minutes on disciplinary enquiries.
- Verify bonus allocation file as per section's details.
- Maintain employee information confidentiality.

TERMS & CONDITIONS

- The candidate will be appointed on the condition of being certified medically fit as per Mine Health and Safety Act 29/1996.
- **Remuneration** will be based on a competitive all-inclusive flexible package.
- **Employment Equity targets** will be considered when appointing potential candidates.
- **People living with disabilities** are encouraged to apply

Interested applicants are requested to submit their CV's with certified copies of qualifications.

- Apply via our Career website only: <https://assmang.ci.hr>

- Please be advised that short listed candidates will be required to authenticate information provided in CV's.
- Late applications will not be accepted
- Internal candidates should clearly indicate their company number on their applications/CV.
- If you have not been contacted within 21 days after the closing date, please consider your application to be unsuccessful. Correspondence will only be limited to shortlisted candidates.
- Assmang Pty Limited reserves the right not to appoint

POPIA DISCLAIMER:

By submitting your application, you agree:

- To the processing of your personal information and sharing it with third parties for verifications.
- To you exercising of your rights provided for by POPIA.
- To BRMO keeping your personal information confidential.

FRAUD ALERT:

Black Rock Mine Operations subscribes to ethical recruitment processes:

- **Black Rock Mine Operations will never ask for money in exchange of any application, medical assessment, and interview or to be appointed.**
- **Black Rock Mine Operations will never display personal contact details or cell phone number of individual recruiters on the advert as a form of communication or job application**